



## 3rd Quarter 2009 ~ Human Resources Development Course Offerings



Please check the course(s) you want to attend, write your name, phone number, date & department, get your supervisor's signature, and return to your training coordinator. Our newsletter can also be accessed by visiting our webpage <http://www.hamiltoncountyohio.gov/hr/HRDHome.asp>. Thanks!

Course	Sessions	Dates	Time
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	September 24	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Managers' Course	2	August 4 August 5	8:30 - 12:30 8:30 - 12:30
<input type="checkbox"/> CPR	2	September 17 September 18	8:30 - 3:30 8:30 - 12:00
<input type="checkbox"/> Defensive Driving	1	August 12	8:30 - 12:30
<input type="checkbox"/> EAP: Supervisory Overview	1	September 23	1:30 - 3:30
<input type="checkbox"/> Employee Orientation <input type="checkbox"/> Employee Orientation	1 1	July 21 September 15	1:00 - 4:00 1:00 - 4:00
<input type="checkbox"/> Hamilton County Innovates! <input type="checkbox"/> Hamilton County Innovates!	1 1	July 9 September 1	8:30 - 3:00 8:30 - 3:00
<input type="checkbox"/> Leadership For Results ~ Employees Coaching	4	September 2, 9, 16 & 23	8:30 - 12:30
<input type="checkbox"/> Leadership For Results ~ Supervisor Developing Team Performance	3	August 11, 18 & 25	8:30 - 12:30
<input type="checkbox"/> Leadership For Results ~ Supervisor Moving the Organization Forward	5	July 1, 8, 15, 22 & 29	8:30 - 12:30
<input type="checkbox"/> Leadership For Results ~ Supervisor/Employee Personal Leadership	4	July 30, August 6, 13 & 20	8:30 - 12:30
<input type="checkbox"/> Leadership For Results ~ Supervisor/Employee Problem Solving	3	July 14, 21 & 28	8:30 - 12:30
<input type="checkbox"/> Situational Leadership II	3	August 27, September 3 & 10	8:30 - 12:30
<input type="checkbox"/> Situational Self Leadership	2	August 12 August 19	8:30 - 3:30 8:30 - 3:30
<input type="checkbox"/> The Manager's Role in Employee Motivation	1	August 13	8:30 - 11:30
<input type="checkbox"/> Workplace Violence: Prevention & Response	1	September 29	8:30 - 11:30

### HAMILTON COUNTY E-LEARNING

#### Course Title/Year

(e.g. Excel)

(e.g. 2003)

Level 1 2 3  
(circle one) beginner intermediate advanced

Do you want certificate credit? Yes\_\_\_ No\_\_\_  
(passing post-test required)

Do you have experience with  
the program you are requesting? Yes\_\_\_ No\_\_\_

Department: \_\_\_\_\_

Requested By: \_\_\_\_\_

Employee (Please Print)

Employee's Phone Number

Date

Social Security # \_\_\_\_\_

Approved By: \_\_\_\_\_

Supervisor's Signature

Date